

EQUIPMENT SERVICE SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3280(4241)	Equipment Service Worker	15	023	6 mo.	05/18/92
3493	Equipment Service Supervisor	15	023	6 mo.	05/18/92

Promotional Line: 249

Series Narrative

Employees in this series repair and maintain mechanical equipment and/or supervise a shop providing such services.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Equipment Service Worker

3280(4241)

Employees at this level perform duties related to the maintenance and repair of mechanical equipment. They work under general supervision from a designated supervisor.

An Equipment Service Worker typically--

1. installs new or replacement equipment and machinery and connects to power lines or duct work
2. makes adjustments or replaces parts of mechanical equipment
3. maintains adequate stock of replacement parts
4. cleans, oils, and makes minor adjustments to electric motors
5. performs related duties as assigned

Level II: Equipment Service Supervisor

3493

Employees at this level supervise a specialized repair service and participate in more difficult repair activities. They work under general supervision from a designated supervisor.

A Equipment Service Supervisor typically--

1. establishes and maintains operational policies and procedures of the repair unit to assure effective use of available staff to meet preventative maintenance schedules, as well as emergency repair service needs
2. determines repair service priorities within the unit; determines feasibility of new parts purchases over rebuilding of present equipment
3. participates in more complicated repair activities within the service capabilities of the repair unit

4. selects and orients new employees to operational policies and procedures of the repair unit; assigns and reviews the work of subordinates
5. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Equipment Service Worker **3280(4241)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of experience in mechanical repair of equipment to be serviced
2. certificate of training by manufacturer of equipment to be repaired, if applicable

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of mechanical and electrical functioning of machinery serviced
2. ability to understand electrical and mechanical schematics
3. ability to interpret instruction manuals
4. ability to read repair forms
5. ability to work without continuing technical supervision

Level II: Equipment Service Supervisor **3493**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. certificate(s) of training by manufacturer(s) of equipment to be repaired, if applicable
3. two years of experience in the mechanical repair of equipment to be serviced

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of mechanical and electrical functioning of machinery serviced by the positions to be supervised
2. supervisory ability

4. ability to understand electrical and mechanical schematics
5. ability to work without continuous technical supervision